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REMARKS: Official minutes of meetings of the Information Requirements Advisory Group (IRAG) will not be maintained. However, the attached informal summary of the 28 July meeting is provided for your information and as a reminder of points discussed. The Chairman, IRAG plans to call the next meeting on Friday, 11 August 1967. You will be advised of the time and place.		
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1 August 1967

IRAG Meeting Notes - Number 1

1. The first Information Requirements Advisory Group (IRAG) meeting, chaired by Proctor (A/DDI), was held 28 July 1967. Representatives present were Lauderdale (A/DDS&T), [REDACTED] Brandwein 25X1A (FMSAC), [REDACTED] Hitchcock (IRS), [REDACTED] 25X1A (OER), [REDACTED]

2. The Chairman announced that meetings would be held as needed but he expected to convene the Group at least once a month. Agendas will be announced in advance and each member is expected to do preparatory work on agenda items so that meetings may be limited to one hour. A brief, informal record of each meeting will be maintained but there will be no official minutes. Decisions and recommendations of the Group are considered to be advisory to each member and to the appropriate Deputy Directors.

3. The Chairman drew attention to the Headquarters Notices on the IRAG and the Information Requirements Staff (IRS). With regard to IRS, he pointed out that its charter now makes it responsible for assisting the DDS&T as well as the DDI. The procedures for handling requests from D/DCI/NIPE on the Intelligence and Science & Technology Directorates via the Chief, IRS were reviewed and discussed.

4. The Chairman reviewed events leading to establishment of the IRAG. The I.G. Survey on Information Requirements stressed the theme of an information explosion due in part to lack of responsible controls on statements of need for information. Although the information explosion does not apply to the product of all collection systems nor to all substantive fields, we must examine the problem with view to greater conservation of our production resources. The Chairman pointed out that a simple information requirement from an Agency production component might be used to justify huge expenditures for collection. It may also result in an unwanted flood of duplicative, marginal or useless paper to be read by many production analysts.

5. The IRAG has been assigned action on certain of the I.G. Survey recommendations. The first to be considered will be Recommendations 24 and 25 which concern the validation role of production office management in the requirements process. We must develop procedures to ensure that analysts' requirements are limited to valid needs on topics of importance to the production office. At the next

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meeting, the Chief IRS will provide the Group with a "talking paper" outlining his views on validation procedures and problems. Each member should be prepared to suggest procedures applicable to his office.

6. Of the other recommendations, those concerning analyst-collector relationships and the CIRL will be considered later. The I.G. Survey recommends that analyst-collector relationships be fostered. Brief discussion of this point led to the observation that analyst-collector contacts are valuable in exploring collection capabilities or in support of collection against an approved need; however, both analysts and collectors must remain cognizant of their responsibilities for avoiding actions and commitments on requirements not validated by the chain of command. With regard to the CIRL, each member was asked to examine a copy for future discussion of its value as a guidance tool.

7. Members will be advised of the time, date and place of the next meeting, which will be devoted to means of implementing Recommendations 24 and 25.



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